

## HOW TO BECOME A REGISTERED USER

I hereby declare that I have met the following requirements as to one of the operating systems listed below:

- a. Required Hardware - IBM Compatible
  - Pentium Processor-based personal computer (16MB of Ram) or; (24 for Windows NT) with 40 MB of available hard disk space
  - Windows 95, 98, NT, 2000, or XP
  - CD-RW drive or 3.5" diskette drive
  - Modem, 56K (or faster) or other Internet access device
  - Scanner if documents are not in electronic format
- b. Required Hardware - Macintosh
  - 68020 processor or Power Macintosh, with 16MB of available RAM
  - 40MB of available hard disk space
  - Apple System Software version 7.1.2 or later
  - CD-RW drive or 3.5" diskette drive
  - Modem, 56K (or faster) or other Internet access device
  - Scanner if documents are not in electronic format

I have in possession the following software:

- a. Required Software
  - Adobe Acrobat 4.0 or later (Adobe Reader is not sufficient)
  - Netscape Navigator (version 4.78x) or Internet Explorer (version 5.5)
  - An Internet Service Provider (Minimum speed of 56K)

My office and I have a full understanding of a windows-based word processing software package, one of the required Internet browsers, and viewing a PDF document in a PDF reader. We feel competent in creating, scanning, or printing a document into a PDF format.

I have completed the "Credit Card Blanket Authorization Form", the "Live System" registration form and I am willing and ready to complete my training in CM/ECF.

We, the firm of \_\_\_\_\_, hereby agree to the following:

- To complete all required exercises
- Willing to go on-line within 2-weeks of training

We agree to complete sample exercises for review by your court in order to obtain a login and password.

**NOTE: Attorney must be currently enrolled with District Court to practice in Federal Court. Failure to do so will result in non-issuance of ECF login and password.**

Any abuse or continual errors in the ECF system may be reason for termination of login and password until further training can be obtained.

Dated: \_\_\_\_\_ Attorney Signature: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please provide us with your top (3) choices for training dates (1) \_\_\_\_\_

(2) \_\_\_\_\_ (3) \_\_\_\_\_

USBC Office Only:

Date Received: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Date Called: \_\_\_\_\_